

2005 Child Care Licensing Study Utah

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Utah Department of Health		
Address: Office of Child Care Licensing		
Child Care Unit		
P.O. Box 142003		
City: Salt Lake City	State: UT	Zip: 84114-2003
Phone: 801-538-9084	Toll Free:	
Fax: 801-538-9259	E-mail:	
Web site: http://health.utah.gov/licensing		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	268
Small family child care homes	2,102
Large/group family child care homes	240
<i>Other types of licensed facilities:</i>	74
Total number of licensed facilities	2,610
Data notes: The number of small FCC homes is the total of small FCC homes (763) and residential certificate homes (1,339).	

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LICENSED CAPACITY	
Child care centers	21,267
Small family child care homes	14,592
Large/group family child care homes	3,547
<i>Other types of licensed facilities: Small FCC – separate</i>	17,169
Total licensed capacity	39,406
Data notes: N/A	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	24
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	196:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	3
Data notes:	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
License renewal	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced	✓	✓	✓
Data notes: Renewal licenses are issued without surveys, but surveys are required to determine compliance.			
Routine compliance			
• Announced			
• Unannounced			
Data notes:			

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Twice a year
Small family child care homes	Twice a year
Large/group family child care homes	Twice a year
<i>Other frequency of inspection:</i>	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	2 years
Small family child care homes	2 years
Large/group family child care homes	2 years
<i>Other length of license:</i>	
Data notes: Residential certificates are issued for 1 year only.	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Once a year
Large/group family child care homes	Once a year
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i> Unannounced Verification Inspection	
Small family child care homes	Yes
<i>Use of form described:</i> Unannounced Verification Inspection	
Large/group family child care homes	Yes
<i>Use of form described:</i> Unannounced Verification Inspection	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

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DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	✓
As needed by licensee	✓	✓	✓
<i>Other:</i>			
Data notes:			

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Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	✓
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Child Protective Services – child abuse; Office of Child Care – grants, etc.; Department of Workforce Services – subsidized child care; Food Programs – food subsidies; city government – zoning and business licenses; police – miscellaneous; other resource information as requested.	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes: Four licensors just piloted the use of PC Tablets, and we are currently in the process of purchasing a PC tablet for each licensor. We expect to be using these statewide by July 1, 2005.	
<i>Other tools used for inspections and monitoring:</i>	No

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No

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State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes: New legislation prohibits us from investigating anonymous complaints.	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	200	78	25	303
Number of substantiated licensing complaints	39	32	12	83
Data notes: Substantiation rates may be higher than indicated by these numbers.				
<i>Nature of licensing complaints:</i>				
<ol style="list-style-type: none"> 1. Supervision 2. Ratios 3. Discipline 4. Miscellaneous health and safety concerns from all areas of our rules. <p>The top three are very evident, after that there is not one specific type of complaint which is regularly more common than another.</p>				

CHILD ABUSE AND NEGLECT	
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes	
Licensing agency	
Protective services	✓
Specialized unit for child abuse and neglect	
<i>Other agency:</i> Police entities	✓
Data notes:	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	9	12	0	21
Number of substantiated child abuse and neglect complaints	3	6	0	9
Data notes:				

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	1	✓	28	✓	0
Denial of license		0		0		0
Immediate closure of facility	✓	0	✓	1	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation		0		0		0
Conditional license	✓	9	✓	6	✓	2
Consent agreement	✓	2	✓	8	✓	2
Civil fine	✓	13	✓	13	✓	5
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i> Denial of license, data N/A; non-renewal of license numbers, data N/A; voluntary closure, data not available.		0		0		0
Data notes:						
<i>Legal representation for licensing agency:</i> Limited, but the Department of Health does have attorneys on staff for all its legal matters.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, inspection reports are not on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities	✓	✓	✓
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee	\$200 (initial); \$50 (renewal/ bi-annual)	\$50 (bi- annual)	\$50 (bi- annual)
Fee based on maximum number of children in facility	\$3 (initial & bi- annual renewal)		
<i>Other type of fee:</i>			
Data notes: Residential certificate providers pay an annual \$50 fee.			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Specialist

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	
<i>Other qualifications:</i> Licensing Specialists need to meet, through a combination of experience and education, something comparable to a bachelor's degree, with a minimum emphasis on related classes in child development. Those seeking employment can have one or a combination of criteria to meet the minimum qualifications equaling a bachelor's degree. Experience can be substituted for education.	✓
Data notes: Associate's degree (combined with related experience), college-level certificate (combined with related experience), some college education (combined with related experience), certificate program (combined with related experience), high school diploma (combined with related experience). There seems to be a new emphasis on education—bachelor's degree or higher—to work in child care licensing; however, our human resources rules allow minimum qualifications to be met in several different ways.	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes: Related field by that relationship is often very broad.	
<i>Content areas or majors accepted:</i> Child development, early childhood education, family-focused degrees, other degrees deemed to be related.	
Experience working in a setting with children required prior to working as a licenser	Yes
Data notes:	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> 20 hours, which is usually provided/organized/sponsored by the bureau.	
Topics covered in training:	
Regulatory issues	✓
State's regulations	✓
Health and safety issues	✓
Identifying child abuse and neglect	✓
State's licensing policies and procedures	✓
Fire safety	✓
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i> Depends on the current issues.	✓
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes: Local/state conferences: This depends on cost.	

FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff:	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	

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Licensing fees	
Do not know	
<i>Other funding sources:</i> Funds collected from Civil Money Penalties	✓
Data notes: CCDF: possible on rare occasions.	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	
Accreditation facilitation project:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	
Professional development system:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	
Assessing quality with environment rating scale:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	✓
State does not have initiative	
Data notes:	

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Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	4

Qualification alternative #1: A national or state certification such as a Certified Childcare Professional (CCP), National Administrator Credential, Child Development Associate (CDA), or other credential that the licensee demonstrates to the Department as equivalent.

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	N/A
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Qualification alternative #2: Associate's degree in Early Childhood or Child Development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: A bachelor's degree in a related field and proof of passing four higher education courses in child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #4: A bachelor's degree in Early Childhood or Child Development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	✓
State credential		Bachelor's degree in early care and education	✓
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	

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Associate's degree in a related field: N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	1

Qualification alternative #1: High school or a GED	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A
Types of training, credentials, and degrees included in qualification alternatives:	
Clock hours	Bachelor's degree
Credit hours	Bachelor's degree or higher
Child Development Associate (CDA) credential	<i>Bachelor's degree in a related field:</i> N/A
State credential	Bachelor's degree in early care and education
• Infant and toddler credential	Bachelor's degree in early care and education or higher
• Director credential	Master's degree
• <i>Other state credentials:</i> N/A	<i>Master's degree in a related field:</i> N/A
Associate's degree	Master's degree in early care and education
<i>Associate's degree in a related field:</i> N/A	PhD or advanced degree
Associate's degree in early care and education	Teaching certificate/license

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State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Key:	
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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
 - [Supervision of Children During Naptime](#)
 - [Supervision During Evening/Overnight Care](#)
 - [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
 - [Supervision of Children Swimming/Participating in Water Activities](#)
 - [Supervision of Children Transported in Vehicles](#)
 - [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
 - [Children's Health Requirements](#)
 - [Nutrition](#)
 - [Behavior Guidance and Discipline](#)
 - [Program and Activities](#)
 - [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
 - [Specialized Care – School-Age](#)
 - [Specialized Care – Mildly III Children](#)
 - [Specialized Care – Evening/Overnight Care](#)
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FACILITY REQUIREMENTS

- [Environment](#)
 - [Square Footage](#)
 - [Condition of Facility and Equipment](#)
 - [Safety of Facility And Equipment](#)
 - [Outdoor Space](#)
 - [Fire Safety](#)
 - [General Emergency Plans](#)
 - [Emergency Preparedness](#)
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- [Administration of Medication](#)
 - [Medical Procedures](#)
 - [Care of Mildly III Children](#)
 - [Incident Reporting](#)
 - [Additional Health Requirements](#)
 - [Hand Washing](#)
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 - [Smoking Policies](#)
 - [Hazardous Materials](#)
 - [Firearms](#)
 - [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Rule R430-100 Child Care Center	
Date of regulations: 08/27/2004	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> hourly child care center	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center program" is defined as child care in a place other than the person's home for 5 or more children for less than 24 hours per day, having a regularly scheduled, ongoing enrollment, for direct or indirect compensation.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	✓
Services are provided on a scheduled basis	✓

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Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	✓
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	✓
Data notes: N/A	

EXEMPTIONS FROM LICENSING ↑	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	4 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	✓
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	
Program is instructional classes for children	

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Services are provided by a religious organization	✓
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<p><i>Other exemptions: Care provided to children in a physical structure controlled by a parochial institution will be considered to be at a parochial education institution and exempt from licensing if:</i></p> <p>(a) All children in care are over the age of three;</p> <p>(b) The institution has a written curriculum used as part of a course of study for the children in care;</p> <p>(c) A majority of the time that a child is in care is devoted to studying the established curriculum; and</p> <p>(d) The parochial institution has a governing board that actively supervises and directs the curriculum and program used by the institution.</p>	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS

[↑](#)

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Care giver
Assistant teacher	Yes	Care giver (must be supervised)
Aide	No	N/A

[↑](#)

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	All care givers who provide direct services in a child care center shall be at least 18 years of age or have completed high school or a GED.	Not required
Assistant teacher	16	N/A	Not required
Aide	N/A	N/A	N/A
<i>Additional requirements: N/A</i>			

[↑](#)

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer		N/A	N/A
<i>Other roles: Driver</i>	✓	N/A	Must be an adult

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HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements: N/A</i>		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

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BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	No
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	No
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

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ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training:</i> Training shall cover the following topics: (1) Job description; (2) Introduction and orientation to the children, which includes special conditions, e.g., allergies and medical conditions; (3) Procedures for releasing children to parents or guardians; (4) Center policies and procedures; (5) Reporting requirements for witnessing or suspicion of abuse, neglect and exploitation, and how to make necessary reports; and (6) Department Informational Guide to Parents which identifies the areas inspected annually and a contact telephone number for parents to report concerns.	
<i>Additional requirements:</i> N/A	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓

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At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	✓
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	✓
<p><i>Additional health and safety training:</i> Required in orientation: Reporting requirements for witnessing or suspicion of abuse, neglect and exploitation and how to make necessary reports.</p> <p>If the center provides infant care, the following in-service training is required as part of the required in-service hours: (a) Preventing Shaken Baby Syndrome; (b) Preventing Sudden Infant Death Syndrome; (c) Coping with crying babies; and (d) Development of the brain.</p>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> N/A	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> N/A	

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Ongoing training required for teachers	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<p><i>Content of ongoing training hours:</i></p> <ul style="list-style-type: none"> (a) Principles of good nutrition; (b) Proper hand washing, OSHA requirements and sanitation techniques; (c) Proper procedures in administration of medications; (d) Recognizing early signs of illness and determining when there is a need for exclusion from the facility; (e) Accident prevention and safety principles; (f) Reporting requirements for communicable and infectious diseases; (g) Reporting requirements for abuse, neglect and exploitation; and (h) Positive guidance for the management of children. <p>If the center provides infant care, the following in-service training is required as part of the required in-service hours:</p> <ul style="list-style-type: none"> (a) Preventing Shaken Baby Syndrome; (b) Preventing Sudden Infant Death Syndrome; (c) Coping with crying babies; and (d) Development of the brain. 	

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Ongoing training hours required in specific content areas for teaching staff	No
<p><i>Content of ongoing training hours:</i></p> <p>(a) Principles of good nutrition; (b) Proper hand washing, OSHA requirements and sanitation techniques; (c) Proper procedures in administration of medications; (d) Recognizing early signs of illness and determining when there is a need for exclusion from the facility; (e) Accident prevention and safety principles; (f) Reporting requirements for communicable and infectious diseases; (g) Reporting requirements for abuse, neglect and exploitation; and (h) Positive guidance for the management of children.</p> <p>If the center provides infant care, the following in-service training is required as part of the required in-service hours: (a) Preventing Shaken Baby Syndrome; (b) Preventing Sudden Infant Death Syndrome; (c) Coping with crying babies; and (d) Development of the brain.</p>	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: At least 10 hours of the in-service training shall be in person.</i>	

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CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	4:1	8
27 months	7:1	14
3 years	12:1	24
4 years	15:1	30
5 years	20:1	35
6 years	20:1	35
7 years	20:1	35
8–9 years	20:1	35
10 years and older	20:1	35
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<p><i>Child-staff ratio requirements for mixed-age groups:</i> Ratios and group size for mixed age groups shall be determined by averaging the ratios of the ages represented in the group; The ratio for the youngest children shall be utilized if more than half of the group is composed of children in the youngest age group.</p> <p>Two Ages Mixed Infant and Toddlers Ratio: 1:4 Toddlers and two year olds Ratio: 1:5 Two and three year olds Ratio: 1:9 Three and four year olds Ratio: 1:14 Four years and older Ratio: 1:18</p> <p>Three Ages Mixed Toddlers, two and three year olds Ratio: 1:7 Two, three and four year olds Ratio: 1:11 Three, four and school age Ratio: 1:16</p> <p>Four Ages Mixed Toddlers, two, three and four year olds Ratio: 1:9 Two, three, four and school age Ratio: 1:13</p>	

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Group size requirements for mixed-age groups: Ratios and group size for mixed age groups shall be determined by averaging the ratios of the ages represented in the group;

Two Ages Mixed

- Infant and Toddlers Group size: 8
- Toddlers and two year olds Group size: 10
- Two and three year olds Group size: 18
- Three and four year olds Group size: 25
- Four years and older Group size: 25

Three Ages Mixed

- Toddlers, two and three year olds Group size: 14
- Two, three and four year olds Group size: 22
- Three, four and school age Group size: 25

Four Ages Mixed

- Toddlers, two, three and four year olds Group size: 18
- Two, three, four and school age Group size: 25

Additional requirements: N/A

ADDITIONAL REQUIREMENTS ↑

State has a definition for "group"	Yes
<i>Text of definition:</i> "Group" means a number of children assigned to one or two care givers, occupying an individual classroom or an area segregated by furniture or other structure within a large room.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	✓
<i>Conditions:</i> During nap time the child ratio may double for not more than two hours for children 24 months and older, if the children are in a restful or non-activity state and, if a means of communication is maintained with another care giver who is also on-site.	
Centers allowed legally to exceed required group size	✓
<i>Conditions:</i> If child to care giver ratios are maintained an exception is granted to group size requirements when a center program has a planned activity and during transition times not to exceed two hours daily.	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements:</i> N/A	

Key:

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SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	✓
Staff must be able to hear children at all times	✓
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements:</i> Be near enough to intervene when needed	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	
• Preschool	✓
• School-age	✓
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	✓
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> During nap time the child ratio may double for not more than two hours for children 24 months and older, if the children are in a restful or non-activity state and, if a means of communication is maintained with another care giver who is also on-site.	
State has specific group size requirements for naptime	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE	
(see also Specialized Care – Evening/Overnight Care) ↑	
State has requirements for the supervision of children during evening/overnight care	No
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
↑	
State has requirements for the supervision of children during outdoor play	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
↑	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	

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State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	✓
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: Lifeguards and pool personnel may not be counted towards care giver to child ratios.</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	

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Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING FIELD TRIPS ↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	✓
Children are required to wear name tags or other identification	✓
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements: If off-site activities are offered, care giver ratios must be maintained.</i>	
State has specific group size requirements for field trips	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

CARE OF CHILDREN

AGE DEFINITIONS ↑	
Definition of "infant"	
<i>Text of definition: "Infant" is defined as any child 12 months of age and younger.</i>	
Definition of "toddler"	
<i>Text of definition: "Toddler" is defined as a child 13 to 24 months.</i>	
Definition of "preschool-age"	
<i>Text of definition: N/A</i>	
Definition of "school-age"	
<i>Text of definition: N/A</i>	

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CHILDREN'S HEALTH REQUIREMENTS ↑	
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

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BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group 	✓
<ul style="list-style-type: none"> • Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed:</i> Disciplinary measures shall be implemented so as to encourage the child's self-control to reduce risk of injury and any adverse health effects to self or others. Positive discipline measures include but are not limited to: (a) positive behavioral rewards; (b) other forms of positive guidance; (c) redirection; or (d) time out.	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Denial of food/food-related punishment 	✓
<ul style="list-style-type: none"> • Derogatory remarks 	✓
<ul style="list-style-type: none"> • Abusive language 	✓
<ul style="list-style-type: none"> • Yelling or shouting/screaming 	
<ul style="list-style-type: none"> • Physical punishment 	✓
<ul style="list-style-type: none"> • Forced napping/no nap/rest-related 	✓
<ul style="list-style-type: none"> • Physical/mechanical restraint 	✓
<ul style="list-style-type: none"> • Locked time-out room, closet, or dark room 	✓
<ul style="list-style-type: none"> • Punishment for toileting accident/toileting-related punishment 	✓
<ul style="list-style-type: none"> • Putting something in child's mouth 	
<ul style="list-style-type: none"> • Discipline/punishment by another child 	
<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	

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Child-initiated activities		
Staff-initiated activities		
Individual activities		
Group activities		
• Large group activities		
• Small group activities		
Active play		
Quiet play		
Free play		
Creative expression		
Gross motor activities		
Fine motor activities		
<i>Other activities: N/A</i>		
Developmental needs of children must be addressed in activities		
Yes		
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development		
Emotional development		
Cognitive/intellectual development		
Physical development		
Language/literacy development		
Cultural development		
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		No
Books and other literacy materials		
• Number of books required		
<i>Additional requirements about books: N/A</i>		
Art supplies/creative activities		
Blocks/construction materials		
Sensory materials		
Fine motor manipulatives		
Gross motor equipment (indoor and/or outdoor)		
Dramatic play/pretend		
Science/experimental/math (counting/sorting)		
Technology/computers		
Music		
<i>Other types of equipment required: N/A</i>		
<i>Additional requirements: N/A</i>		

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PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	No
Center must provide access to parents at all times; no prior notice needed	
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	✓
Physicians can authorize a different sleep position for infants	✓
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	

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Additional requirements on SIDS prevention: N/A

SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	No
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for school-age children	
State has requirements on equipment/materials specifically for school-age children	
State has requirements for the facility related to the care of school-age children	

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also Care of Mildly Ill Children) ↑	
State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	No
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	
State has requirements for the facility related to the care of children during evening/overnight hours	

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SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: N/A</i>	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	Yes
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required annually
Requires health inspections	Required, timeframe not specified
Requires building code inspections	
<i>Additional requirements: N/A</i>	

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	40 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: Accommodate at least 33% percent of licensed capacity.</i>	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A

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Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: N/A</i>	

CONDITION OF FACILITY AND EQUIPMENT	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	✓
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i>	
<p>INDOOR: All indoor playground equipment, for example slides and climbers, shall be surrounded by cushioning materials, such as mats, in a six foot fall zone.</p> <p>OUTDOOR: Outdoor play equipment shall be surrounded by a resilient surface of loose cushioning consistent with the guidelines of the Consumer Product Safety Commission and standards of ASTM.</p>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	

OUTDOOR SPACE	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: 4 feet</i>	
State has requirements on swimming pools	
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

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FIRE SAFETY	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: monthly</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	✓
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: N/A</i>	

SECURITY	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	✓
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

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TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements: N/A</i>	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	No
General liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	No
<i>Amount of insurance required: N/A</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

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MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: The care givers shall not care for ill children except when the child shows signs of illness after arrival.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	
<i>Additional requirements: The director or owner shall review reports of every injury, incident, and accident to a child and document the corrective action taken. The report shall be signed by the director, care giver involved, and the parent of the child.</i>	

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	
<i>Additional requirements: N/A</i>	

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HAND WASHING ↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• Center staff must wash their hands after toileting	✓
• Center staff must wash their hands after diapering a child	✓
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	✓
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	✓
<i>Other times staff must wash their hands:</i> If some equipment is not cleanable the director or owner shall ensure children and care givers wash hands prior to using the equipment, card board puzzles, books, etc. Upon returning from outdoor playtime After wiping noses	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	✓
<i>Other times children must wash their hands:</i> If some equipment is not cleanable the director or owner shall ensure children and care givers wash hands prior to using the equipment, card board puzzles, books, etc. Before using water play tables upon returning from outdoor playtime After wiping noses	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements:</i> N/A	

DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓

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A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	✓
<i>Requirements on proximity of sink to diapering area:</i> One sink shall be adjacent to the diapering areas and shall be used exclusively for hand washing after diapering and non-food activities.	
<i>Additional requirements:</i> N/A	

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	✓
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	
<i>Additional requirements:</i> The director, or the owner if the duties and responsibilities have not been delegated to the director, shall establish and enforce policies to ensure that the use of tobacco is prohibited anywhere on the premises during the hours of operation. Smoking in vehicles is prohibited at all times that children are present.	

HAZARDOUS MATERIALS ↑	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements:</i> N/A	

FIREARMS ↑	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	✓
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	✓
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements:</i> N/A	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

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ANIMALS IN FACILITY ↑	
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	✓
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	✓
<i>Additional requirements:</i> Children shall not be permitted to handle reptiles, including turtles and lizards.	

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